



Film Permit Application

Development Services

460 N. Euclid Ave., Upland, CA 91786
Phone (909) 931-4130 Fax (909) 931-4320

Special Event #:

SE - _____
(For city use only)

It is the applicant's responsibility to notify the Development Services Department immediately if there are any changes to the film entity from the information submitted on this application to the Planning Department. **Please type or print clearly.**

Production Title: _____

Applicant Name: _____ Telephone Number: _____

Address: _____
Street City State Zip Code

Representative Name: _____ Telephone Number: _____

Responsible Party Name: _____ Telephone Number: _____

Email Address: _____ Fax Number: _____

This production/project is:

☐ Commercial ☐ Motion Picture ☐ Education ☐ TV Episode ☐ Still Photo ☐ TV Movie ☐ Documentary ☐ Music Video

Dates of production/project: _____ through _____ Commencing: _____ am/pm through _____ am/pm
Date(s) Date(s)

Dates of set up/clean up: _____ through _____ Commencing: _____ am/pm through _____ am/pm
Date(s) Date(s)

Production/project location #1: _____

Production/project location #2: _____

Location(s) is/are City: ☐ Private Property ☐ Residential ☐ Industrial Number in cast and crew: _____

The filming activity to be conducted is described as follows: **Give specifics about your shoot—attach additional sheets if needed.**

Types/number of vehicles: Auto _____ Motor Homes _____ Trucks _____ Catering Trucks _____ Vans _____ Trailers _____ Other _____

Types/number of additional transportation units: Airplanes _____ Military Craft _____ Helicopters _____ Other _____

Applicant requests special assistance: Street Closures _____ Traffic Control _____ Emergency Service _____ Other _____

Applicant intends to use: Animals _____ Chemicals _____ Explosives _____ Fire _____ Stunt Vehicles _____ Generator _____ Other _____

PYROTECHNICS, SPECIAL EFFECTS AND OR STUNTS ARE PLANNED? YES * _____ NO _____

Describe special effects or pyrotechnics planned for this film activity: _____

Pyrotechnician: _____ License #: _____ Company Name: _____ Phone: _____

Stunt Coordinator: _____ Company Name: _____ Phone: _____

***UFD Fire Prevention Bureau Approval Required**

Liability Insurance company and/or insurance agent: Name _____ Phone Number _____

Liability Insurance endorsement attached: Yes _____ No _____ Employer's liability certificate attached: Yes _____ No _____

Return application to above address and make check payable to the "City of Upland."

I declare under penalty of perjury that the statements and information contained in this application are true and correct to the best of my knowledge and belief. I agree to conform with all requirements of the Police Department, Fire Department, Engineering Department, Risk Management and all other applicable laws, ordinances and regulations pertaining to the operations of such business.

Signature of Applicant or Representative

Date

Revised November 2019

FILM PERMIT REQUIREMENTS

1. Complete a Film Permit Application.
2. An applicant will be required to submit a Permit Application at least ten (10) business days prior to the date(s) to conduct an activity for which a permit is required. (Please note the City of Upland is closed on Fridays.)
3. An applicant shall comply with all conditions or restrictions of the permit.
4. For the legal protection of the city, an applicant shall be required to provide the following:
 - Liability Insurance – An endorsement to the applicant’s policy of liability insurance shall require an amount of \$1,000,000.00 (Additional Insurance is required for events on Public Property) naming the city officers and employees as additionally insured for protection against claims of third persons for personal injuries, wrongful deaths, and property damage. The endorsement shall not be subject to cancellation or modifications until after thirty (30) days written notice to the city. A copy of the endorsement will remain on file.
 - Workers’ Compensation Insurance – An application shall conform to all applicable federal and state requirements for Workers’ Compensation Insurance for all persons operating under a permit. Evidence of such coverage shall be submitted with the application.
5. An applicant shall conduct operations in an orderly fashion. The area used shall be cleaned of trash and debris within a timely manner upon completion of shooting at the scene and restored to the original condition before leaving the site. The city may require a faithful performance bond to ensure clean up and restoration of the site after inspection.
6. Filming on private property: an applicant shall obtain the property owner’s permission. Consent for use of property shall be submitted with the application.
7. Public right of way: a film permit shall be required for the posting of temporary “NO PARKING” signs, parking of equipment and/or cars on public streets, stringing cable on sidewalks or from generator to service point, sidewalk shots, driving scenes. “NO PARKING” signs shall be posted by the city and the requirements shall come from the city. The fee shall be assessed by the city.
8. The applicant shall contact the San Bernardino County Fire Dept. for fire permits and approval.
9. For filming that would impair traffic flow, an applicant shall use the Upland Police Department and comply with all traffic control requirements deemed necessary.
 - An applicant shall pay for the installation of advance warning signs and any other traffic control devices by the City of Upland Street Department in conformance with the Manual of Traffic Controls, State of California Department of Transportation.
 - Traffic may be restricted to one 12-foot lane of traffic and/or stopped intermittently. The period of time that traffic may be restricted shall be determined by the city based on location.
 - Traffic shall not be detoured across a double line without prior approval.
 - Unless specifically authorized by the city, the camera cars shall be driven in the direction of traffic and shall observe all traffic laws.
 - Any emergency roadwork or construction by city and/or private contractors, under permit or contract to the city, shall have priority over filming activities.
10. For the convenience of the general public, all activity by an applicant between the hours of 10:00 p.m. and 6:00 a.m. shall be performed without undue noise and nuisance.
11. Film Permit Application fee of **\$800.00**.
12. If a City of Upland Police Officer is required to be present, the Police Department shall assess required fees. Please contact the Police Department at (909) 946-7624.
13. If a street closure permit is required, please contact Public Works at (909) 931-4137.
14. Digital copies of all above items on a flash drive.

These procedures and guidelines are intended to serve as minimum regulations under normal filming circumstances, however, the film permit officer has the discretion to increase or decrease the requirements based upon the actual circumstances.

FOR OFFICE USE ONLY

ROUTING ☐ **APPROVED** ☐ **DENIED** **DATE** _____ **COMMENTS** _____

Police Dept. _____

San Bernardino County Fire Department Approval - Date Received _____ ☐ **Not Required**

*Per the amendment to the Master Fee Schedule in Resolution No. 6423 adopted by the City Council and effective on January 1, 2018, The applicant is responsible for all costs incurred by the City including Supplies, equipment and the fully burdened rate of staff involved. A deposit may be required, as determined by the Development Services Director, for complex projects, negotiations or use of third party vendors. These deposit fees are determined by third party vander contracts, invoicing by contract employees and projects that are major or complex in nature, that exceed the billable staff rate to complete. The amount will be varied based on the scope of the project. Only true cost is billed to the applicant and any overage in deposit is refunded after completion of the project.